



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: ABILITY-TO-PAY (ATP) PRESCRIPTIONS  
AND PRE-PAYMENT PLAN**

**Policy No.: B601  
Supersedes: January 16, 2020  
Reviewed: February 21, 2023  
Page: 1 of 2**

### PURPOSE

To state Los Angeles County's position regarding Pharmacy charges of patients seen in outpatient clinics who utilize the Pre-Payment Plan and Ability-to-Pay (ATP).

### **POLICY:**

- A. Outpatient Pharmacy will follow the Department of Health Services' guidelines on handling Ability-To-Pay (ATP) patient's prescriptions as follows:
1. Patients qualifying for ATP without liability are entitled to receive all medicines free of charge. ATP patients without liability will be assigned IB code \*403/406 or 350 for inpatient and \*403/406 or 350 for outpatient by Patient Financial Services (PFS).
  2. Patients qualifying for ATP with liability are entitled to receive "critical" medicines free of charge.

ATP patients with liability are assigned the IB code\* 403/406 or 351 for inpatient and \*403/406 or 351 for outpatient.

Prior to processing prescriptions, Pharmacy staff will check for patient's IB code. The patient's financial IB codes are listed on each patient's Rancho clinic card.

ATP patients with liability will be directed to see a PFS representative (Building 602) to clear their financial liability. The patient's PFS representative will apply the financial liability to patient's clinic visit if applicable.

**\*Patients who qualify for limited scope Medi-cal also meet the requirements for ATP therefore; the identifying insurance code for Limited Scope patients is 403/406. Insurance code 350 is used to identify individuals with ATP only or My Health L.A.**

- B. Patients seen in clinic who utilize the County's Pre-Payment Plan to cover the cost of the clinic visit are to be additionally charged for the full cost of pharmaceuticals received from the outpatient pharmacy.

EFFECTIVE DATE: August 1996

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

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Page: 2 of 2**

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In addition to posted “cash and carry notices,” patients electing to utilize the pre-payment plan to cover their clinic visit, are to be informed at the time of registration/financial screening that this pre-payment does not cover pharmaceuticals.

The Pharmacy Department will identify patients with Pre-Payment Plans from the resource assigned on the patient’s clinic card and will ensure the patient is charged the full cost of pharmaceuticals received.

Cash and Carry Notices posted in the 100 Building lobby, next to the Cashier’s Office and outside the Pharmacy window, will inform the patients of the payment obligation.

Revised: June 16, 2006 KK:NB:mm  
July 5, 2011 NB:jm  
June 11, 2013 BY  
Feb. 2, 2016 BY:SL  
Jan. 16, 2020 SL  
2/21/23